

# Peninsula Airport Commission

## Board of Commissioners Meeting Minutes

March 18, 2024

### **Commissioners in Attendance:**

Chair, Lindsey Carney Smith

Vice Chair, Thomas Garner

Secretary: Dr. McKinley Price

Assistant Secretary, John Lawson

### **Commissioners Absent:**

Treasurer, James “Jay” Joseph

### **Staff Members in Attendance:**

Interim Executive Director, John Borden

Office Manager, Barbara Rumsey

Director of Finance, Mark Adams

### **Public Officials Present:**

Assistant City Manager of Newport News, Ralph “Bo” Clayton

### **Counsel:**

Counsel, L. Scott Seymour

### **Public Attendees:**

Jacqueline Wade, Volunteer Manager, Heroes Lounge

**Chair Smith called the meeting to order at 8:00 a.m.** by asking counsel to read an agenda amendment. Mr. Seymour stated that the PAC (Peninsula Airport Commission) seeks a motion to amend the agenda to include a closed session. He noted the exceptions to open session discussion of Personnel 2.2.3711.(A)(1), Prospective Business 2.2.3711.(A)(5), and Property 2.2.3711.(A)(3). Mr. Lawson moved the motion and Mr. Garner seconded the motion. Voice vote by roll call. 4-0. Approved.

Chair Smith welcomed everyone in attendance and stated that we have a few items on the agenda and a healthy closed session.

**Approval of Minutes from March 18, 2024.** Chair Smith asked if there were any comments or edits to the Minutes. Mr. Lawson stated that he was absent so the minutes should reflect that in the votes. She asked for a motion to approve the minutes with the suggested edits. Mr. Garner moved a motion and Dr. Price seconded the motion. Voice vote by roll call. **4-0. Minutes approved.**

**Public Comment.** The Chair asked if there was anyone signed up for Public Comment and Ms. Rumsey replied that there was none.

**5K Charitable Partner Drawing.** Chair Smith stated that the Commission sponsors this great community event each year which allows the community to run/walk on the runway. Every year, we draw our charitable partner from an applicant pool, so we will ask Jacqueline Wade to draw. Mr. Borden provided a brief introduction regarding the 5K on the Runway. He added the date was moved so that it would not coincide with Denbigh Days, which was an issue in the past. The date is now September 21<sup>st</sup>. Registration is open on our website; [www.newportnewsairport.com](http://www.newportnewsairport.com). Mr. Borden provided the statistics and history from past races. \$17K has been raised to the three past Charitable Partners. He thanked everyone who was involved. There was a Facebook live session on the Newport News Airport Facebook Page that revealed that Peninsula Pastoral Counseling is the 2024 Charitable Partner for the PHF 5K on the Runway. Chair Smith said we will congratulate this win and for the other award they received this year.

### **Committee Reports:**

#### **Finance & Audit:**

Dr. Price stated that the Committee met on Tuesday and that Mr. Joseph would not attend this meeting, so he was asked to report. He then asked Mr. Borden for a budget briefing. Mr. Borden stated that last year we ran a pessimistic budget which this year is close to last year's. We did raise fill rates based on data. We added a cost-of-living increase for staff of 5-7 percent. As well as continuing the catchup of employees who were close or at minimum wage since it is going up. We also decreased the marketing budget as we have been successful this year with a small expense. We also decreased our non-reimbursable expense items. The restaurant is budgeted to break even, and we will still run a deficit of 2mil. Mr. Borden asked if he did a good summary. Dr. Price agreed that it was a good summary. Chair Smith asked questions. Chair Smith asked specific questions regarding last year's loss of 2.037 mil. She asked if that was before interest is paid because last year the loss was 3.479 mil after interest is paid. Mr. Admas stated that this is a cash flow budget, and he is unsure of the loss Chair Smith spoke about but that includes pension adjustments. There was further discussion on the matter. The clarification was that in 2022 we had a \$500,000 maintenance month and we need to make sure we are budgeting for unexpected expenses. Chair Smith asked if we have a plan on when we need to replace big ticket items. Mr. Garner stated the Facilities Committee is collaborating with staff to make sure this is correct.

#### **Planning & Development:**

Chair Smith stated that the Committee did not meet but is coordinating with the City Attorney for curb and guttering.

**Facilities:**

Chair Smith asked if the Committee met. Mr. Garner stated that the Committee is scheduled to meet directly after this meeting today. Mr. Lawson said he had a conflict so they could not meet. Mr. Garner said he would discuss with staff to prepare for ACIP submission to the state and FAA (Federal Aviation Administration).

**Executive Director Report:**

Mr. Borden alerted the Board to some recent and upcoming events at the Airport.

- United Way Anuak Celebration- event went very well. All parties were pleased with the space.
- May 1<sup>st</sup> Atlantic Aviation will be highlighting a B-29 which will include fun for all ages super fortress and a dog fight experience. Expect 100-200 visitors.
- May 7<sup>th</sup> City of Newport News Annual Boards and Commissions Thank you from 5-7pm

**Old Business:** There was none.

**New Business.** There was none.

**Closed Session:** Chair Smith asked Mr. Seymour to read closed session statements for Personnel 2.2.3711.(A)(1) Discussion of employees of any public body, Property 2.237.11.(A)(3) Discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body, Prospective Business 2.2.3711.(a)(5) Discussion concerning a prospective business or industry or the expansion of air service. Chair Smith asked for a motion. Mr. Garner moved the motion. Dr. Price seconded the motion. Roll call by voice vote. **4-0 approved.**

**The closed session began at 8:27 a.m.**

Mr. Seymour read the open certification and asked for a motion. Mr. Lawson moved the motion. Dr. Price seconded the motion. Roll call by voice vote. **4-0 Approved.**

**The open session began at 9:26 a.m.** Chair Smith asked if there was anything for the good of the order. There were no comments.

Chair Smith asked if there was anything else for the good of the order.

**Chair Smith adjourned the meeting at 9:27 a.m.**

**Next Meeting Date:** April 18th at 8 a.m.

